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| **Jamie Lee** | | | | | | | |
| Envelope with solid fill | | [jamie.lee.2022@mwm.smu.edu.sg](mailto:jamie.lee.2022@mwm.smu.edu.sg) | Telephone with solid fill | +65 1234 5678 | linkedin - Burnaby Board of Trade | <https://www.linkedin.com/in/nameisjamiele> | | | |
| **EDUCATION** | | | | | | | |
| **SINGAPORE MANAGEMENT UNIVERSITY**  **MSc in Wealth Management** | | | | | | | **Jul 2022 - Jun 2023** | | |
| * GPA [include it if >3.4]; GMAT [include if >660] | | | | | | | | | |
| **NATIONAL UNIVERSITY OF SINGAPORE** - Singapore  **Bachelor of Science in Civil Engineering** | | | | | | | **Aug 2013 - Jul 2017** | | |
| * Honors/Academic recognition (Cum Laude, First Class honors, scholarships, awards) [optional] * Concentration in Construction Management [optional] * Exchange programme at University of Toronto, Canada (Jan – Apr 2016) | | | | | | | | | |
| **EXPERIENCE** | | | | | | | |
| **CURRENT EMPLOYER NAME –** Singapore **Aug 2023 - Present**  [Optional] *Company descriptor here in italics to describe unfamiliar companies - keep to 1 line*  **Position Title4**   * Use present tense verb here since you are still performing the role * Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for… or Assisted with… * Be succinct and specific when describing your achievements and roles; use measurable results where possible * Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements   **PREVIOUS EMPLOYER NAME** – city, country **Jul 2017 – Jul 2022**  **Position Title3** (Jul 2019 – Aug 2022)   * Money is denoted as $1K, $1M, $1B. * Use past tense for previous jobs and internships * Showcase your achievements and transferable skills/strengths that are most relevant to the job you’re applying for. This section should not simply look like a JD. Employers really want to know how good you were at your job. * Minimise technical jargon and technical accomplishments – focus on the business implications of projects (leadership, team building, project management, problem-solving) * Check to make sure you are using consistent font (Calibri) and pitch throughout the resume   **Position Title2** (Aug 2018 – Jul 2019)   * Start with a past tense verb, Include specific actions and measurable results * Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for… or Assisted with…   **Position Title1** (Jul 2017 – Jul 2018)   * Showcase your achievements and transferable skills/strengths that are relevant to the position and/or industry you are looking to pursue * Do not use acronyms that reader is likely to be unfamiliar   **PREVIOUS EMPLOYER NAME** – City, Country **May 2016 – Jul 2016**  **Analyst, Intern**   * Include entrepreneurial, internships, part-time experience if necessary; your coach will advise whether it’s relevant * Full-stops are not necessary at the end of each bullet point * Keep your resume to one pager in length and only upload PDF version to OnTRAC portal and for job applications | | | | | | | |
| **ADDITIONAL** | | | | | | | |
| * Employer and/or SMU organizations and Professional certifications (CPA, CFA, CACS, FRM); Professional association memberships * Technical Skills: e.g. Python; R; SPSS, RPA * Language fluency: English (fluent); Mandarin (native); Conversational: French, Italian, German * Volunteer service or unique personal achievements (YYYY) * Work Authorization: [List all that apply] Singapore, China, USA | | | | | | | |